USING THE TRS PLAN 1 RETIREE RETURNING TO WORK REPORT

To complete this form:

1. Provide all the information requested at the top of this form:

   - The employer's name
   - The name of the person preparing the form
   - The date the form was mailed to DRS
   - The telephone number of the person who completed the form
   - Page number

2. Complete the retiree information for each of the transactions you are submitting:

   - Enter the retiree's Social Security Number
   - Enter the retiree's Name

3. Complete the employment information for each of the transactions you are submitting:

   - Enter the retiree's date of hire in the current position in the begin date columns (mmddyyyy)
   - Enter the retiree's termination of employment date in the end date columns (mmddyyyy) - DRS can not accept end dates beyond the current month
     —End dates must be submitted on a second report unless the employment period is in only one month.
   - Put an "X" in the box to the right of the position status that applies to each retiree

4. Make a copy of the form for your records.

5. Send the form to DRS at the address given in the lower right corner of this form.

Note: Regarding use of the date fields:

- The appropriate dates and other applicable information should be submitted if a retiree moves from an On-Call position to a Contracted position or vice versa.
- This information determines when a retiree's monthly benefit will be suspended or when it can resume.

Note: Regarding position status:

- Contracted versus On-Call has a direct impact on how many hours a TRS Plan 1 retiree can work during the fiscal year (July – June). It is critical to keep DRS informed of the employee's position status. If you have an employee who is performing both On-Call and Contracted work, you must put an "X" in the box to the right of the Contracted box.

Refer to DRS Notice 99-006 for more information or call Employer Support Services at (360) 664-7200 if you have any questions.